

# City of Greensboro



## Request for Services

**to conduct a search for City Manager  
for the City of Greensboro  
Greensboro, North Carolina**

The deadline for submission of proposals is

5:00PM EST on Friday, April 3, 2009

Proposals received after this deadline will not be considered.

## **I. GENERAL INFORMATION**

City of Greensboro  
Request for Services  
City Manager Search

The City of Greensboro (the City) is seeking the professional services of a qualified and experienced Executive Search Firm to support Greensboro City Council's Search for a City Manager.

The City of Greensboro is the sole contracting entity for all consulting contracts.

To obtain a copy of this Request for Proposals document, interested firms must visit the City web site at [www.greensboro-nc.gov](http://www.greensboro-nc.gov) or contact:

Alice Burkholder – HR Consultant  
City of Greensboro  
(336)373-7947

### **Mail**

City of Greensboro  
Human Resources Department  
PO Box 3136  
Greensboro, NC 27402-3136  
Attention: Alice Burkholder  
[Alice.burkholder@greensboro-nc.gov](mailto:Alice.burkholder@greensboro-nc.gov)

**Proposals will be received until close of business 5:00 PM (EST) Friday, April 3, 2009, at the delivery address listed above.**

The City of Greensboro reserves the right to reject any and/or all proposals. All dates are subject to change by the City. The City intends to proceed with the Proposal Review and Selection Process and contract negotiation expeditiously and with due diligence.

The City of Greensboro is an Equal Employment Opportunity Employer.

## **II. SEARCH PROCESS FOR CITY MANAGER**

The City of Greensboro, NC, is launching a search for a City Manager and is eliciting a proposal to assist the Greensboro City Council in managing the recruitment, assessment and selection process required to fill the position

Following please find a Draft Advertisement and an outline of Requested Services for the proposal .

If you would like to work with us, please return a proposal outlining time frames, services description and fees, including for those services to be secured by using other resources (e.g. "style" inventory, assessment process, background check) no later than April 3, 2009.

## **III. DRAFT ADVERTISEMENT**

City of Greensboro, North Carolina

### **CITY MANAGER**

(Beginning salary will be highly competitive and is negotiable depending on qualifications)

The City of Greensboro operates under a Council/Manager form of government. The City Council sets policies and enacts ordinances, which are then carried out under the City Manager's direction. The City Council is comprised of an elected Mayor and eight council members. The organization has a long history and tradition of being a stable, strong Council-Manager form of government. The City has approximately 3000 employees, and there are 22 City departments. The City Manager reports to the City Council.

Greensboro, the third largest city in N.C., is located in Guilford County and with a diverse population of over 235,000, is the largest city within the Piedmont Triad region, followed by Winston-Salem and High Point. With its temperate climate and close proximity to both the mountains of North Carolina and Atlantic Ocean beaches, Greensboro provides residents the best of both worlds. Once known as the "Gate City" for the large number of trains that passed through downtown, the city maintains its history as a transportation hub with its easy access to major interstates and highways.

Twelve colleges and universities in Greensboro and the Piedmont Triad provide Greensboro businesses thousands of well-trained and highly-educated people each year, adding to the city's existing workforce. The bulk of the current workforce is divided between services, manufacturing, government, and retail trade. While there have been some business closings in the area during the past several years, Greensboro continues to have a changing and vibrant economy.

The City Manager requires education and experience equivalent to a Master's Degree in Public Administration or related field combined with significant experience as a local government manager or assistant manager, in a diverse and complex community comparable in size to Greensboro. Requirements also include expertise in budget and finance, community relations and economic development. The successful candidate will be politically astute, have exceptional interpersonal skills and enjoy community involvement. He or she will clearly possess and apply superior management and leadership abilities

#### **IV. REQUESTED SERVICES**

- Confirm position's criteria with key stakeholders in the City (Mayor, City Council Members, others identified by the Council)
- Create screening criteria based on compilation of information from key stakeholders
- Conduct intensive initial screening process based on receipt of resumes
- Meet with Council to narrow field to top tier of qualified candidates ( based on credentials)
- Conduct phone or web-based interactive interviews to further narrow field of candidates
- Review and obtain Council concurrence of the narrowed field of candidates
- Facilitate securing thorough background investigations
- Facilitate securing a recognized personality / emotional / work style inventory and assure administration for each candidate with results completed prior to candidates arriving in Greensboro for final assessment and interview process
- Recommend thorough screening assessment process and coordinate assessment design and set up.
- Assist, as requested, when finalists are invited to Greensboro to undergo Assessment Processes / Exercises and Interviews with Council
- Debrief with Council to provide a summary of results of Assessment Processes and "style" inventory
- Assist, as requested, with final negotiations for hiring